

**CHARTER OAK STATE COLLEGE**  
**JOB OPPORTUNITY**  
**ACADEMIC ADVISOR**  
**UNIT IF APPROPRIATE**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** 55 Paul J. Manafort Drive, New Britain, CT 06053

**Hours:**

**Salary:** \$56,723

**Closing Date:** September 6, 2013

**General Knowledge:** As chief facilitator of student progress in a distance learning environment, manages a caseload of students using independent judgment based on adult development and learning theory and knowledge of a wide range of learning opportunities, including an understanding of current trends in specific academic subjects.

**Preferred Skills and Ability:** Significant experience with adult students and distance learning; considerable ability in analyzing, synthesizing and interpreting academic data; excellent interpersonal and communication skills; extensive knowledge of current adult development and learning theory and the ability to recognize and be sensitive to the needs of adult learners.

**Special Knowledge:** Maintains current knowledge of professional issues; coordinates special projects; collaborates with faculty and acts as student advocate in developing and refining academic programs and policies; supports retention and academic success by fostering appropriate interpersonal relationships with students.

**Position Summary:** Manages caseload of students using independent judgment and problem solving skills including applying knowledge of adult development and learning theory to assist a diverse student population with academic planning; advising students in the development of individualized degree plans of study, including instruction on how to develop the essay component; instructing students in accessing options and services to meet educational requirements; advising students regarding the assessment and analysis of their abilities, interests, skills and achievements in order to develop long and short-term academic/career goals.

**Special Experience:** Significant experience with adult students and distance learning; considerable ability in analyzing, synthesizing and interpreting academic data; excellent interpersonal and communication skills; extensive knowledge of current adult development and learning theory and the ability to recognize and be sensitive to the needs of adult learners.

**Eligibility Requirement:** Master's degree and a minimum of three (3) years of relevant experience in higher education; significant experience with adult students and distance learning; considerable ability in analyzing, synthesizing and interpreting academic data; excellent interpersonal and communication skills; extensive knowledge of current adult development and learning theory and the ability to recognize and be sensitive to the needs of adult learners; understanding of the liberal arts and in-depth knowledge in one or more disciplines; and competency in computer applications.

Interested and qualified candidates who meet the above requirements should submit a cover letter and resume by September 6, 2013 at [www.chateroak.edu/AboutUs/Employment](http://www.chateroak.edu/AboutUs/Employment). No phone calls please.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.